

CITY OF BRYAN
JOB DESCRIPTION – 2305

Working Title: ASSISTANT CITY ENGINEER

Career Ladder: TECHNICAL PROF W/MGMT

Level: 342

Department: ENGINEERING

SUMMARY AND PRIMARY FUNCTION

Manages, supervises and directs the activities of the Engineering inspection staff; plans, directs and coordinates engineering design and construction of infrastructure projects for the City of Bryan; participates in the planning, organization, coordination, control and completion of development proposals; reviews and approves construction plans for subdivision developments.

PRIMARY DUTIES

Assists City Engineer in administration and management of division activities.

Supervises the Engineering Inspection staff including assigning work projects, prioritization of work assigned by others, reviewing work, approving time sheets, performing performance reviews and developing budget for supplies and other needs.

Implements departmental policies and assists in determining department policies and budgetary needs.

Plans, directs and coordinates engineering design and construction of public infrastructure projects which primarily involve streets, water distribution, sanitary sewer systems and drainage.

Provides team leadership in the preparation of plans, contract documents and specifications.

Serves as project manager on engineering contracts for special studies and/or project design, and on issues relating to modifications or amendments to public policy issues.

Estimates cost of proposed projects to aid in determining priorities, project feasibility and to ensure orderly disbursement of public funds.

Participates in master planning infrastructure needs for the City.

Reviews development proposals for compliance with city regulations and communicates these regulations to developers.

Reviews and approves engineering designs, reports, plans and specifications for drainage and infrastructure improvements for public and development projects.

Serves as Manager in the absence of the Department head.

Performs related duties as required.

Responds regularly and promptly to work.

EDUCATION AND EXPERIENCE

BS in civil engineering, plus at least 6-8 years increasingly responsible professional engineering experience; or MA/MS plus at least 4-6 years increasingly responsible professional engineering experience; or an equivalent combination of education and related work experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Must possess previous experience overseeing people and projects.

KNOWLEDGE, SKILLS AND ABILITIES

Proficiency in the investigation, design and construction of municipal engineering projects

General understanding of land development and land surveying

Knowledge of principles and practices of professional civil engineering

Knowledge of construction practices of municipal engineering projects

Knowledge of principals and practices of organization, administration and personnel management

Ability to work independently with minimal supervision

Ability to communicate with the public, developers, contractors, boards and commissions, and other city staff in a professional and courteous manner

Ability to handle multiple projects and aggressively work towards project completion

Ability to communicate clearly and effectively, both orally and in writing

Good leadership and time management skills

SPECIAL REQUIREMENTS AND LICENSES

Registration as a licensed engineer in the State of Texas.

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

EQUIPMENT

Automobile, copier, computer, telephone, calculator and other office equipment.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.